



Weekly Friday Training Schedule

Utilize for Optimum Training

Human Resources Division
Workforce Development

Job Aid

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Purpose: On Friday every week, Workforce Development deploys the Weekly Friday Training Schedule. This job aid provides an overview and functionality of the report to optimize training in your District/Division from a 90-day view.

Part 1 – Tab and Column Field Overviews

Tab Overview



District Training Schedule: this tab lists all active classes for the next 90 days in PeopleSoft and is set up to filter by district.

District Training Schedule January 21, 2019 - April 19, 2019									
Class Code	Course Name	Start Date	End Date	Start Time	End Time	Me	Enroll	Facility	Training Room
MNT134_ABL_68056	Maintainer Operator Advanced	1/28/2019	1/31/2019	8:00:00 AM	5:00:00 PM	4	2	ABL-Taylor Co Maint	
MNT181_ABL_70679	Bucket Truck & Crane	1/28/2019	1/29/2019	8:00:00 AM	5:00:00 PM	6	6	ABL-Taylor Co Maint	
MNT301_ABL_67987	Dump Truck Driver 10-12 Yd	2/4/2019	2/7/2019	8:00:00 AM	5:00:00 PM	11	11	ABL-Stonewall Co Maint	
MNT134_ABL_68057	Maintainer Operator Advanced	2/4/2019	2/7/2019	8:00:00 AM	5:00:00 PM	4	2	ABL-Taylor Co Maint	
MNT192_ABL_68092	Skid-Steer Operator	2/11/2019	2/12/2019	8:00:00 AM	12:00:00 PM	6	6	ABL-District HQ	ABL 2 -Small Conf VTC2
BRG100_ABL_66645	Bridge Construction Inspection	2/12/2019	2/14/2019	8:00:00 AM	12:00:00 PM	20	11	ABL-District HQ	ABL1 -Dist Trng Ctr VTC wPCs
MNT120_ABL_71255	Asphalt Distributor Operator	2/25/2019	2/28/2019	8:00:00 AM	5:00:00 PM	4	1	ABL-Taylor Co Maint	
CON411_ABL_67364	Inspect of Flexi Base & Embank	2/26/2019	2/27/2019	8:00:00 AM	5:00:00 PM	13	3	ABL-District HQ	Media Room-no computers

Statewide Training Schedule: this tab lists all active classes for the next 90 days in PeopleSoft for the entire state.

Statewide Training Schedule January 21, 2019 - April 19, 2019									
Class Code	Course Name	Start Date	End Date	Start Time	End Time	Me	Enroll	Facility	Training Room
BRG100_LRD_67461	Bridge Construction Inspection	1/29/2019	1/31/2019	8:00:00 AM	5:00:00 PM	20	8	LRD-District HQ	LRD 1 - VTC/Comp Rm VTC1 wPCs
BRG100_WFS_66334	Bridge Construction Inspection	1/29/2019	1/31/2019	8:00:00 AM	5:00:00 PM	20	8	WFS-District HQ	WFS 1 - Large VTC wPC's
BRG100_RVS_71092	Bridge Construction Inspection	1/30/2019	2/1/2019	8:00:00 AM	5:00:00 PM	20	2	RVS-Bldg 200 WFD	Classroom B
BRG100_ABL_66645	Bridge Construction Inspection	2/12/2019	2/14/2019	8:00:00 AM	12:00:00 PM	20	11	ABL-District HQ	ABL1 -Dist Trng Ctr VTC wPCs
BRG100_ATL_66331	Bridge Construction Inspection	2/26/2019	2/28/2019	8:00:00 AM	12:00:00 PM	24	9	ATL-District HQ	
BRG100_SJT_71202	Bridge Construction Inspection	2/26/2019	2/28/2019	8:00:00 AM	5:00:00 PM	20	8	SJT-District HQ	Assembly Room
BRG108_RVS_70472	LRFD for Highway Bridge Superstructures	4/15/2019	4/18/2019	8:00:00 AM	5:00:00 PM	30	17	RVS-Bldg 200 WFD	Classroom E
BRG109_RVS_70471	LRFD and Analysis of Curved Steel Highw	3/25/2019	3/29/2019	8:00:00 AM	5:00:00 PM	30	16	RVS-Bldg 200 GSD	Conference Rm 1A.2

Column Field Overview

Class Code: unique class session identifier made up of the course code, District abbreviation and session ID from PeopleSoft (i.e., Course Code_District_Session ID)

Course Name: title of course from the Training Catalog

Start Date: date the class begins

End Date: date the class ends

Start Time: time when the class begins on first day of training


End Time: time when the class ends on last day of training

Class Code	Course Name	Start Date	End Date	Start Time	End Time
MNT120_ABL_71255	Asphalt Distributor Operator	2/25/2019	2/28/2019	8:00:00 AM	5:00:00 PM

Yellow Highlight: class has less than 50 percent of max enrollment total
Max Enrollment: maximum number of participants that can be enrolled into the class
Enrolled: number of people enrolled in the class in PeopleSoft
Facility: facility/location of training as listed in PeopleSoft
Training Room: training room designated in PeopleSoft

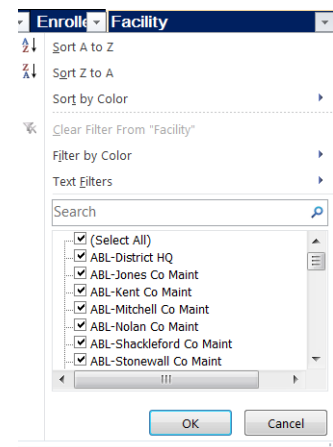
Ma	Enroll	Facility	Training Room
4	1	ABL-Taylor Co Maint	

Part 2 – Functionality

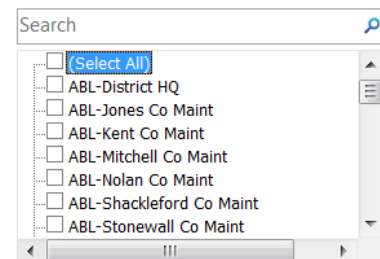
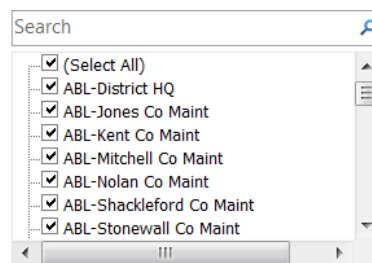
Each tab contains filters  at the top of each column.
 Follow the steps below to filter and display classes by a specific district location, an entire district, or with low enrollment:

Filtering the Report by a Specific District Location

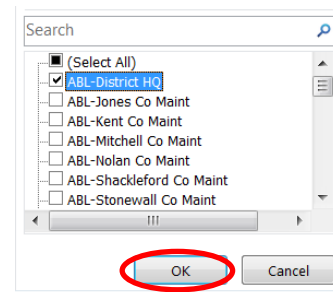
1. Select the drop down feature  at the top of column J (**Facility**)



2. Click on “Select All” to clear the filter



3. Select the appropriate location that you would like to display and click “OK”

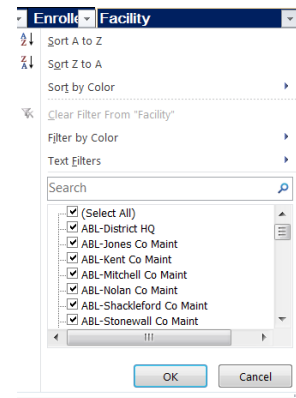


Example of Results:

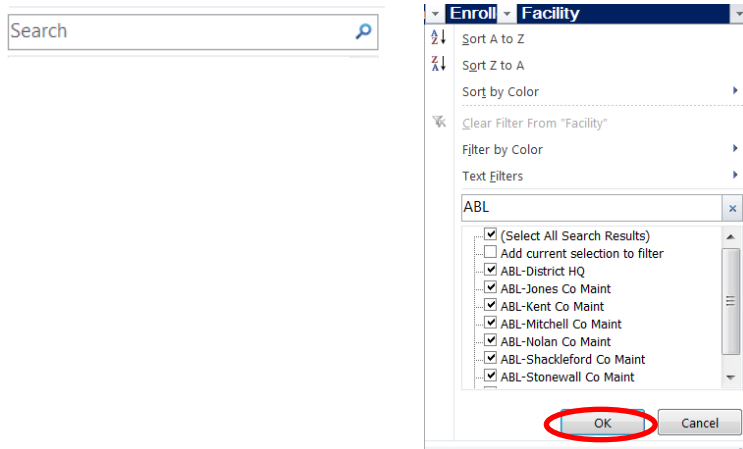
District Training Schedule January 21, 2019 - April 19, 2019										
Class Code	Course Name	Start Date	End Date	Start Time	End Time	Max	Enroll	Facility	Training Room	
MNT192_ABL_68092	Skid-Steer Operator	2/11/2019	2/12/2019	8:00:00 AM	12:00:00 PM	6	6	ABL-District HQ	ABL 2 -Small Conf VTC2	
BRG100_ABL_66645	Bridge Construction Inspection	2/12/2019	2/14/2019	8:00:00 AM	12:00:00 PM	20	11	ABL-District HQ	ABL1 -Dist Trng Ctr VTC w/PCs	
CON411_ABL_67364	Inspect of Flexi Base & Embank	2/26/2019	2/27/2019	8:00:00 AM	5:00:00 PM	13	3	ABL-District HQ	Media Room-no computers	
DEV119_ABL_69156	Training Basics for Trainers	2/26/2019	2/28/2019	8:00:00 AM	5:00:00 PM	8	5	ABL-District HQ	ABL 2 -Small Conf VTC2	
CON118_ABL_67359	Construction Contract Admin	3/5/2019	3/7/2019	8:00:00 AM	5:00:00 PM	20	7	ABL-District HQ	ABL1 -Dist Trng Ctr VTC w/PCs	
DEV419_ABL_67973	Project Management - Scheduling	3/5/2019	3/7/2019	8:00:00 AM	5:00:00 PM	20	0	ABL-District HQ		
DEV115_ABL_67728	Practical Supervision	4/2/2019	4/4/2019	8:00:00 AM	12:00:00 PM	25	9	ABL-District HQ	ABL1 -Dist Trng Ctr VTC w/PCs	
CON116_ABL_67356	Critical Path Scheduling-Const	4/9/2019	4/11/2019	8:00:00 AM	12:00:00 PM	10	3	ABL-District HQ		
MNT172_ABL_67437	Equipment Load & Tie Down	4/9/2019	4/9/2019	8:00:00 AM	5:00:00 PM	10	5	ABL-District HQ		
CON116_ABL_70935	Critical Path Scheduling-Const	4/15/2019	4/17/2019	8:00:00 AM	12:00:00 PM	10	1	ABL-District HQ	ABL1 -Dist Trng Ctr VTC w/PCs	

Filtering the Report by "All" District Locations

1. Select the dropdown feature  at the top of column J (Facility)




2. Type the three letter abbreviation for the district in the search box and click "OK"

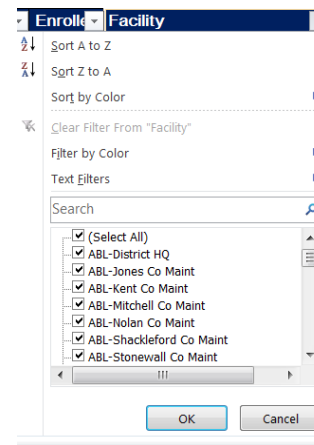


Example of Results:

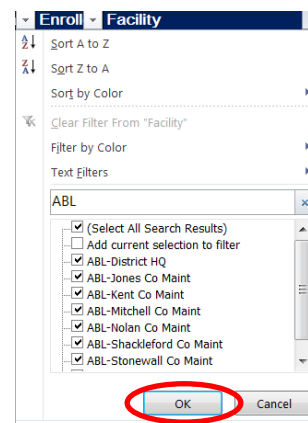
District Training Schedule January 21, 2019 - April 19, 2019										
Class Code	Course Name	Start Date	End Date	Start Time	End Time	M	Enroll	Facility	Training Room	
MNT134_ABL_68056	Maintainer Operator Advanced	1/28/2019	1/31/2019	8:00:00 AM	5:00:00 PM	4	2	ABL-Taylor Co Maint		
MNT181_ABL_70679	Bucket Truck & Crane	1/28/2019	1/29/2019	8:00:00 AM	5:00:00 PM	6	6	ABL-Taylor Co Maint		
MNT301_ABL_67987	Dump Truck Driver 10-12 Yd	2/4/2019	2/7/2019	8:00:00 AM	5:00:00 PM	11	11	ABL-Stonewall Co Maint		
MNT134_ABL_68057	Maintainer Operator Advanced	2/4/2019	2/7/2019	8:00:00 AM	5:00:00 PM	4	2	ABL-Taylor Co Maint		
MNT192_ABL_68092	Skid-Steer Operator	2/11/2019	2/12/2019	8:00:00 AM	12:00:00 PM	6	6	ABL-District HQ	ABL 2 -Small Conf VTC2	
BRG100_ABL_66645	Bridge Construction Inspection	2/12/2019	2/14/2019	8:00:00 AM	12:00:00 PM	20	11	ABL-District HQ	ABL 1 -Dist Trng Ctr VTC wPCs	
MNT120_ABL_71255	Asphalt Distributor Operator	2/25/2019	2/28/2019	8:00:00 AM	5:00:00 PM	4	1	ABL-Taylor Co Maint		
CCN411_ABL_67364	Inspect of Flexi Base & Embank	2/26/2019	2/27/2019	8:00:00 AM	5:00:00 PM	13	3	ABL-District HQ	Media Room-no computers	
DEV119_ABL_69166	Training Basics for Trainers	2/26/2019	2/28/2019	8:00:00 AM	5:00:00 PM	8	5	ABL-District HQ	ABL 2 -Small Conf VTC2	
MNT145_ABL_70421	Dozer Operator	3/4/2019	3/6/2019	8:00:00 AM	5:00:00 PM	4	2	ABL-Taylor Co Maint		
CON118_ABL_67359	Construction Contract Admin	3/5/2019	3/7/2019	8:00:00 AM	5:00:00 PM	20	7	ABL-District HQ	ABL 1 -Dist Trng Ctr VTC wPCs	
DEV419_ABL_67973	Project Management - Scheduling	3/5/2019	3/7/2019	8:00:00 AM	5:00:00 PM	20	0	ABL-District HQ		
MNT120_ABL_68013	Asphalt Distributor Operator	3/11/2019	3/14/2019	8:00:00 AM	5:00:00 PM	4	4	ABL-Taylor Co Maint		
MNT156_ABL_70422	Backhoe Operator	3/11/2019	3/13/2019	8:00:00 AM	5:00:00 PM	4	1	ABL-Taylor Co Maint		
MNT155_ABL_70423	Backhoe Operator	3/18/2019	3/20/2019	8:00:00 AM	5:00:00 PM	4	2	ABL-Shackleford Co Maint		
MNT166_ABL_67424	Rotary Broom Operator	3/25/2019	3/26/2019	8:00:00 AM	5:00:00 PM	4	4	ABL-Taylor Co Maint		
MNT130_ABL_68028	Maintainer Operator Basic	3/25/2019	3/28/2019	8:00:00 AM	5:00:00 PM	4	1	ABL-Kent Co Maint		
TRF520_ABL_71225	Work Zone Traffic Control	3/25/2019	3/26/2019	8:00:00 AM	5:00:00 PM	25	7	ABL-Nolan Co Maint	ABL_Sweetwater_Training	
MNT181_ABL_68090	Bucket Truck & Crane	3/27/2019	3/28/2019	8:00:00 AM	5:00:00 PM	6	1	ABL-Taylor Co Maint		
SFH401_ABL_71223	Focus on Safety IV	3/27/2019	3/27/2019	8:00:00 AM	5:00:00 PM	25	3	ABL-Nolan Co Maint	ABL_Sweetwater_Training	
TRF525_ABL_68163	Work Zone Trf Ctrl Refresh	3/28/2019	3/28/2019	8:00:00 AM	5:00:00 PM	25	9	ABL-Nolan Co Maint		
TRF521_ABL_71107	Flaggers in Work Zone	3/29/2019	3/29/2019	8:00:00 AM	12:00:00 PM	25	1	ABL-Nolan Co Maint	ABL_Sweetwater_Training	
MNT130_ABL_68030	Maintainer Operator Basic	4/1/2019	4/4/2019	8:00:00 AM	5:00:00 PM	4	4	ABL-Mitchell Co Maint		
MNT130_ABL_68032	Maintainer Operator Basic	4/1/2019	4/4/2019	8:00:00 AM	5:00:00 PM	4	0	ABL-Nolan Co Maint		
DEV115_ABL_67728	Practical Supervision	4/2/2019	4/4/2019	8:00:00 AM	12:00:00 PM	25	9	ABL-District HQ	ABL 1 -Dist Trng Ctr VTC wPCs	
MNT130_ABL_68031	Maintainer Operator Basic	4/8/2019	4/11/2019	8:00:00 AM	5:00:00 PM	4	4	ABL-Mitchell Co Maint		
CON116_ABL_67356	Critical Path Scheduling-Const	4/9/2019	4/11/2019	8:00:00 AM	12:00:00 PM	10	3	ABL-District HQ		
MNT172_ABL_67437	Equipment Load & Tie Down	4/9/2019	4/9/2019	8:00:00 AM	5:00:00 PM	10	5	ABL-District HQ		
MNT134_ABL_68055	Maintainer Operator Advanced	4/15/2019	4/18/2019	8:00:00 AM	5:00:00 PM	4	1	ABL-Mitchell Co Maint		
CON116_ABL_70935	Critical Path Scheduling-Const	4/15/2019	4/17/2019	8:00:00 AM	12:00:00 PM	10	1	ABL-District HQ	ABL 1 -Dist Trng Ctr VTC wPCs	
MNT155_ABL_70951	Backhoe Operator	4/15/2019	4/17/2019	8:00:00 AM	5:00:00 PM	4	3	ABL-Jones Co Maint		


Filtering the Report by "All" District Locations and Classes with Low Enrollment

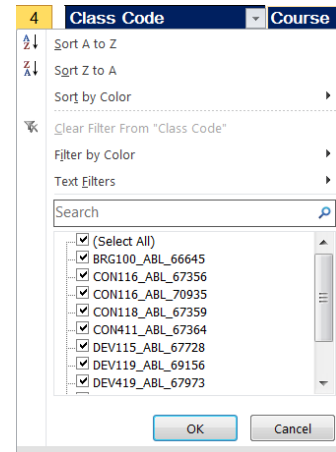
1. Select the dropdown feature  at the top of column J (Facility)



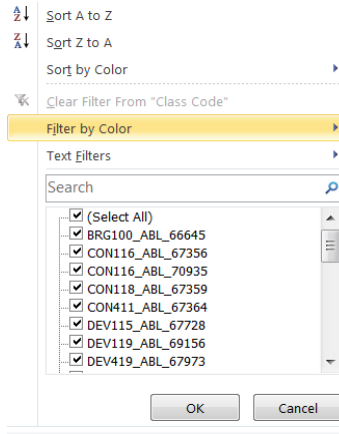
2. Type the three letter abbreviation for the district in the search box and click "OK"



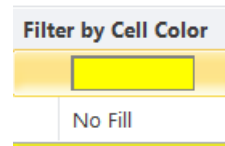
3. Select the dropdown feature  at the top of column B (Class Code)



4. Select "Filter by Color"



5. Select the yellow rectangle in "Filter by Cell Color"



Example of Results:

District Training Schedule January 21, 2019 - April 19, 2019										
Class Code	Course Name	Start Date	End Date	Start Time	End Time	Mins	Enroll	Facility	Training Room	
MNT120_ABL_71255	Asphalt Distributor Operator	2/25/2019	2/28/2019	8:00:00 AM	5:00:00 PM	4	1	ABL-Taylor Co Maint		
CON411_ABL_67364	Inspect of Flexi Base & Embank	2/26/2019	2/27/2019	8:00:00 AM	5:00:00 PM	13	3	ABL-District HQ	Media Room-no computers	
CON118_ABL_67359	Construction Contract Admin	3/5/2019	3/7/2019	8:00:00 AM	5:00:00 PM	20	7	ABL-District HQ	ABL1 -Dist Trng Ctr VTC w/PCs	
DEV419_ABL_67973	Project Management - Scheduling	3/5/2019	3/7/2019	8:00:00 AM	5:00:00 PM	20	0	ABL-District HQ		
MNT155_ABL_70422	Backhoe Operator	3/11/2019	3/13/2019	8:00:00 AM	5:00:00 PM	4	1	ABL-Taylor Co Maint		
MNT130_ABL_68028	Maintainer Operator Basic	3/25/2019	3/28/2019	8:00:00 AM	5:00:00 PM	4	1	ABL-Kent Co Maint		
TRF520_ABL_71225	Work Zone Traffic Control	3/25/2019	3/26/2019	8:00:00 AM	5:00:00 PM	25	7	ABL-Nolan Co Maint	ABL_Sweetwater_Training	
MNT181_ABL_68090	Bucket Truck & Crane	3/27/2019	3/28/2019	8:00:00 AM	5:00:00 PM	6	1	ABL-Taylor Co Maint		
SFH401_ABL_71223	Focus on Safety IV	3/27/2019	3/27/2019	8:00:00 AM	5:00:00 PM	25	3	ABL-Nolan Co Maint	ABL_Sweetwater_Training	
TRF525_ABL_68163	Work Zone Trf Ctr Refresh	3/28/2019	3/28/2019	8:00:00 AM	5:00:00 PM	25	9	ABL-Nolan Co Maint		
TRF521_ABL_71107	Flaggers in Work Zone	3/29/2019	3/29/2019	8:00:00 AM	12:00:00 PM	25	1	ABL-Nolan Co Maint	ABL_Sweetwater_Training	
MNT130_ABL_68032	Maintainer Operator Basic	4/1/2019	4/4/2019	8:00:00 AM	5:00:00 PM	4	0	ABL-Nolan Co Maint		
DEV115_ABL_67728	Practical Supervision	4/2/2019	4/4/2019	8:00:00 AM	12:00:00 PM	25	9	ABL-District HQ	ABL1 -Dist Trng Ctr VTC w/PCs	
CON116_ABL_67356	Critical Path Scheduling-Const	4/9/2019	4/11/2019	8:00:00 AM	12:00:00 PM	10	3	ABL-District HQ		
MNT134_ABL_68055	Maintainer Operator Advanced	4/15/2019	4/18/2019	8:00:00 AM	5:00:00 PM	4	1	ABL-Mitchell Co Maint		
CON116_ABL_70935	Critical Path Scheduling-Const	4/15/2019	4/17/2019	8:00:00 AM	12:00:00 PM	10	1	ABL-District HQ	ABL1 -Dist Trng Ctr VTC w/PCs	

District Advertisement Template

To create a District Advertisement for classes with low enrollment, copy and paste the results from the last section into an email along with the drafted language below.

Hello,

Below are the classes that have low or zero enrollments for the next 30-45 days.
Please enroll any participants that need/want to take these courses as soon as possible.

Please keep in mind if any of these classes have zero enrollments at the 14-30 day mark, they will be inactivated.

Part 3 – How to Use the Weekly State Training Report

Item	What to Check/Consider
Yellow (low enrollments)	<ul style="list-style-type: none">• Have advertisements been sent for these classes?
Training Room (room assignments)	<ul style="list-style-type: none">• Is there a room assigned in ELM?• Has it been confirmed/reserved at the District?• Is the room large enough for the max enrollment?
Facility (location for MNT classes)	<ul style="list-style-type: none">• Can it be held here? If, not where can we move it?• Does it make sense to be held here?• Will equipment be available at the location? Or is it available somewhere else?• Is there a room large enough for the max enrollment, if needed?• Are there duplicate classes on the same days at the same locations?
Facility (location)	<ul style="list-style-type: none">• Can it be held here?• Does it make sense to be held here?• Is there a room large enough for the max enrollment?• Are there duplicate classes being held on the same days at the same locations?
Start & End Dates	<ul style="list-style-type: none">• Are there any holidays/min staff days/banquets/etc.?• Are there duplicate classes being held on the same days at the same locations?